

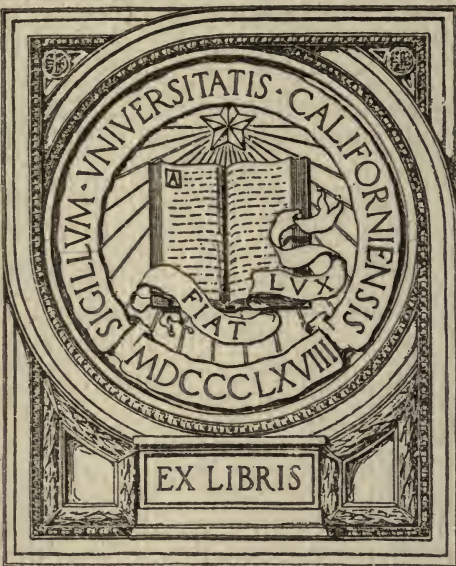


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REPORT of SUB-COMMITTEE of the LIBRARY
COMMITTEE on the system of distributing
and managing certain parts of the libraries
in other Universities, and the applicability
of the system to the Library of the Uni-
versity of Glasgow.

THE Sub-Committee, consisting of the Chairman, Professors Gibson and Noël Paton (Professor Noël Paton, Convener) appointed by the Library Committee at its meeting upon 13th December, 1912, has considered the remit: "to enquire into the system of distributing and managing certain parts of the libraries in other Universities and to report upon the applicability of the system to the Library of the University of Glasgow," and now begs to report as follows:

The initiation of such an investigation at the present time is due (1) to the recent great extension of the University which has led to the housing of several of the Scientific Departments in buildings separate from that in which the Central Library is placed (Botany, Chemistry, Physics, Physiology, Pharmacology, Hygiene, Pathology, Engineering and Astronomy are all in such separate buildings); (2) to the enormous growth of special work in the various sciences, with the concomitant increase in the publication of books and papers upon each.

In the teaching, and still more in the prosecution of research, in these different departments constant reference to these special publications is necessary. The question for consideration is whether they are more available for this purpose if lodged in the Central Library or if placed in the Departments.

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It may be at once admitted that such technical publications are in no sense literature, but that they are rather to be regarded as instruments of research. As such they should be as near the hand of the investigator as is possible. This is specially the case with periodical publications which contain the records of the most recent work, since it is essential that they should be at once seen by investigators lest such records of work, akin to that being prosecuted, should be overlooked.

The Sub-Committee has directed its enquiries in two directions :

1. Into the existence, development, and present condition of collections of books and periodicals in the various departments of observational and experimental science in the University of Glasgow.
2. Into the existence of Departmental Libraries in other Universities and their relationship to the Central Library.

It has to thank the various Heads of Departments in the University for the information contained in Appendix I. It also desires to express its indebtedness to the Librarians of other Universities, many of whom have not merely put themselves to the very considerable trouble of answering the series of questions sent to them (see Appendix II.), but have also furnished a large amount of further information which has proved of the greatest possible service to the Sub-Committee.

I. The Existence, Development and Present Condition of Collections of Books and Periodicals in the various Departments of Observational and Experimental Science in the University of Glasgow.

Appendix I. shows that nearly every Scientific Department of the University possesses a larger or smaller collection of books and periodicals quite apart from and

independent of the Central Library. The necessity of such departmental collections has been recognised and has been met in various ways. Further, the University Court has recognised their importance, and during the past two years has distributed a sum of £250 a year among various departments of the University.

II. The Existence of Departmental Libraries in other Universities and their Relation to the Central Libraries.

In order to elicit information upon these points the list of questions (given with their answers in Appendix II.) was sent to the Librarians of nineteen Universities—three in Scotland, five in England, and eleven in America. These Universities were selected on account of their importance and without any previous knowledge of their systems of Library management. Incidentally information has also been obtained as to the system of management in the Universities of Germany and Italy.

The following short statement of the modes of Library management in these various Universities is based upon Appendix II. and upon letters received from the Librarians and others.

SCOTLAND.

1. *Edinburgh.* In Edinburgh a series of Departmental Libraries has developed without any definite relationship to the Central Library, and there is no common system of management. Recently attempts have been made to enforce a uniform system, but all that has been arrived at is that the Library Committee should make an annual inspection of these Departmental Libraries. Books purchased for these libraries from funds granted by the Library Committee are requisitioned through the General Library and are then catalogued and stamped before being sent out.

2. *Aberdeen.* At Aberdeen the Scientific Departments are in the Marischal College, and the scientific books are kept there.

The University collection proper is in a Central Library, but there are twelve Departmental Libraries for which the Central Library Authorities are not responsible. They are not inspected.

3. *St. Andrews.* At St. Andrews the Scientific Departments are in two buildings and the Library is between them. The books are kept in the General Library.

ENGLAND.

1. *Oxford.* Apart from the Bodleian Library, the Radcliffe Library contains a collection of scientific books and by arrangement is able to borrow scientific books from the Bodleian for a period not exceeding one month. Certain scientific periodicals are on permanent loan. There are also several other University institutions with separate libraries.

2. *Cambridge.* In Cambridge a series of Departmental Libraries has "rather grown than been organised." They are independent of the Central Library, but that Library to some extent avoids buying what is known to be in one of the other libraries. "The subsidiary libraries have been developed to meet the wants of the workers, who, nevertheless, are obliged to fall back upon the Central Library as their main resource."

A catalogue of periodicals in Cambridge is printed, giving the Library in which each is to be found.

Further information as regards Departmental Libraries in Cambridge has been furnished by a member of the University who has interested himself in Library administration.

Physiological Department. There is a considerable Departmental Library consisting of books and periodicals. The annual expenditure is between £70 and £80 on periodicals, £10 on binding, £5 for clerical work, and about £20 on books, etc. The money is derived from students' fees in the Department. The Library is managed by one of the Staff, and it is open to all senior students and workers. The loss on books, etc., amounts to about £1 a year.

Pathological Department. There is a large Departmental Library on which about £100 a year is spent, derived partly from fees and partly from a special fund.

In the departments of Zoology and Botany there are also considerable Departmental Libraries. In the Chemical and in the Geological Departments, the Libraries are small. Generally speaking, where there is an active prosecution of research the Library is well developed; where this is not the case the Library in the Department is generally small.

3. *University College, London.* Here the Institute of Medical Sciences is apart from, but almost adjoining, the main building which contains the other Departments. In the case of the Medical Sciences only, does the departmental collection amount to a Library. The books and periodicals are received and catalogued at the Central Library.

4. *Liverpool.* In Liverpool there is a Central Library and seven well-organised Departmental Libraries (see Report). Mr. Sampson, the Librarian, writes, "while the departmentalization of our Library was of course something of an experiment it has proved an entire success."

5. *Manchester.* The Librarian states that the whole collection of books belonging to the University is lodged in the Central Library, but adds that some Departments have collections of books. Professor Lorrain Smith writes that there are definite Departmental Libraries in Pharmacology and in Physiology.

AMERICA.

1. *Harvard.* In Harvard there is a very fully and well organised system of Departmental Libraries, along with a large Central Library in which all the receiving and cataloguing of books and periodicals is done.

2. *Michigan.* Here there is a Central Library with a fully organised series of Departmental Libraries administered from the Central one.

3. *Johns Hopkins*. Here there is a well-developed series of Departmental Libraries managed from the Central Library.

4. *California*. The main part of the Library is at Berkeley, and the Medical Library at San Francisco. The various Departments have laboratory libraries. All are administered from the Central Library.

5. *Yale*. In Yale the main collection of books is in the Central Library. But Departmental Libraries exist in which "to some extent duplicates are placed." Generally speaking the Departmental Libraries have their own funds and sources of income, *e.g.* University Appropriations.

6. *Princeton*. In Princeton five-sixths of the books are stated to be in the Central Library and one-sixth in Departmental Libraries. There are seven Departmental Libraries managed from the Central Library.

7. *Columbia*. Here the Departmental system is fully developed and the control is in the hands of the Central Library.

8. *Chicago*. Here there is a well-organised system of Departmental Libraries managed from the Central Library.

9. *Cornell*. In Cornell there is a Central Library with a fully organised series of Departmental Libraries connected with it.

CANADA.

1. *Toronto*. Here there is a Central Library and Departmental Libraries under the control of the Central Library. The Central Library "loans" books to the Departmental Libraries, and the last ten years' volumes of periodicals relating to special subjects may be kept in these Libraries.

2. *M'Gill University, Montreal*. The Faculty of Medicine has a Library of 25,000 volumes entirely separate from the Central Library. There are a number of small working Departmental Libraries forming part of the Central Library to which books are lent from the Central



Library. Sets of periodicals in these Libraries are represented only by the last five years of the publications.

ITALY AND GERMANY.

A most useful account of the system of Library management in the Universities of Italy and of Prussia is given by Mr. J. C. M. Hanson in a paper "Some observations on the Departmental Library Problem in Universities with special reference to the University of Chicago."

He indicates that in these Universities the Libraries are supported by Government grants.

The development of the departmental problem in Italy and Germany dates back to 1870. Between 1885 and 1889 the Italian Government regulations dealt with the relationship of the Central and the Departmental Libraries, and decreed that all books are to be acquired and catalogued in the Central Library, before being sent to the Departmental Libraries, and that books and periodicals are not to be duplicated. The approval of appropriations for books by the University was made conditional on the observation of these regulations. To show the extent to which the departmental system had developed it is stated that six-tenths of the appropriation went to Departmental Libraries and four-tenths to the General Library.

In 1891 somewhat similar regulations were framed for the Prussian Universities. But these have been largely disregarded, and the Departmental Libraries seem to have grown away from the control of the Central Library. This is stated by Dr. Erman in 1909 to be largely due to inadequate Government grants being made to the Libraries so that necessary books could not be purchased for the Central Library, and the Departmental Libraries were forced to procure them, sometimes by the heads of the Departments using their influence to secure special appropriation.

Of the nineteen Universities with Scientific Departments in separate buildings only one, St. Andrews, has no Departmental Libraries. Manchester, as is shown by a letter from Professor Lorrain Smith, has such collections. Of the eleven Universities in the United States and Canada all have Departmental Libraries managed from the Central Library. In this country, in Liverpool and in University College, London, only are the Departmental Libraries so managed.

CONCLUSIONS.

These investigations show that in the Universities, where scientific teaching and investigation are being actively prosecuted, the necessity of Departmental Libraries has been experienced, and that in all of them, and in our own University, such libraries have been formed. In some cases they have arisen independently of the Central Library, in others they have been outgrowths from it and are co-ordinated with it. When the former mode of development has occurred, considerable overlapping of the collection in one Department with that in another and of each and all with the Central Library has been noted ; and, as in the case of some of the German Universities, the Departmental Libraries have come into direct competition with the Central Library. On the other hand, where the Departmental Libraries are properly co-ordinated with the Central Library, overlapping has been largely avoided and thus the total expenditure on books and periodicals has been reduced.

That Departmental Libraries in the Scientific Departments of our University are necessary has been quite clearly shown.

It has further been shown that it is to the best interests of the University that such Libraries should be co-ordinated with the Central Library.

Such a co-ordination might be brought about (*a*) even

if the Departmental Libraries were independent of the Central Library and receiving separate grants from the Court, by consultation with the Library Committee as to the purchase of books and periodicals; or (b) by the Departmental Libraries forming part of the Central Library and being under the control of the Library Committee.

As regards suggestion (a), it is quite certain that the Court, in the present financial condition of the University, would be unable to make adequate Library grants to the various Departments. At present £20 a year is all that has been given to any Department. Further, it is to be feared that the consultations between the Heads of Departments and the Library Committee would be apt to be inconclusive and would thus fail to prevent the purchase of the book or periodical under consideration by both the Department and the Central Library. A spirit of rivalry would be apt to be set up between the Central Library and the Departments, each of which would naturally strive to secure the largest possible grant from the Court, and the interests of the Central Library would suffer.

Further, without an arrangement for interchange of books between the departments and the Central Library, which could only be effected if all the books were under the control of the Library Committee, the Library accommodation of the Departments would soon prove inadequate and the provision of fresh space would be costly.

As regards (b), on the other hand, the experience of the American Universities and of the University of Liverpool indicate that, where the Departmental Libraries form part of the Central Library and are controlled from it, these difficulties are obviated.

Were this method adopted, all books and periodicals would be ordered by the Library Committee as at present. When received they would be checked and catalogued at the Library and either placed on the Library shelves

or sent to the appropriate Department, a receipt being received for them.

When in the Department they would be under the charge of a sub-librarian, and the workers in the Department—but not the students, except in special cases—would have access to them as they may have at present in the Central Library. The sub-librarian would attend for a definite period each day to give out books and to do work in cataloguing collections of reprints, etc.

By an arrangement between the Scientific Departments the periodicals which more properly belong to each would be allocated, while those which have a general interest common to two or more Departments would be left in the Central Library.

Further, by this method it would be possible to arrange that only the more recent numbers and volumes—say for the last five years—would be kept in the Department, and that the older and less frequently consulted would be returned to the Central Library.

The catalogue of periodicals would indicate where each is kept, and would thus make them as available as if they were in the Central Library.

Scientific books would be allocated in the same way, and when two Departments made a claim for any given book, the Library Committee would have to decide whether to buy two copies or simply to place the volume in the Central Library.

As with periodicals, so with books. After they had remained for a period—say of five years—in the Departments, they would be returned to the Central Library.

The Sub-Committee have considered whether the proposed change in the mode of management of the Library would lead to an increased expenditure not commensurate with the increased utility of the Library. While it would probably be necessary to make some slight addition to the staff of the Library, the work of the Central Library would undoubtedly be decreased, since so many

of the recent scientific books and periodicals would have to be applied for at the various departments.

In conclusion, the Sub-Committee is strongly of the opinion that a definite co-ordination of the Central Library and the various Libraries in the Departments of Observational and Experimental Science, on the lines indicated in this Report, would be to the best interests of the University.

RECOMMENDATIONS.

1. That Departmental Libraries, so far as the books contained in them are the property of the University, should form part of the Central Library and be controlled by the Library Committee.

2. That books and periodicals having special reference to the work of any Scientific Department may be kept in that Department for a period to be decided by the Library Committee in consultation with the Head of the Department.

3. That all requisitions for books and periodicals required by the various Departments should be sent to the Library Committee for its consideration, and that such books and periodicals should be ordered by the Library Committee.

4. That all books and periodicals should be received at the Central Library and be catalogued there, whether they are kept in the Central Library or sent to any of the Departments.

5. That one or more of the Library Staff should attend at each of the Departmental Libraries at specified hours, to be afterwards arranged, to give out books and periodicals and to assist in indexing these publications.

6. That, in the allocation of books and periodicals to the various Departments, the Library Committee should consult with the Heads of the different Departments, and, if a book or periodical is claimed by more than one, it should decide to which Department it should be sent or whether it should be retained in the Central Library.

ROBERT LATTA.
GEORGE A. GIBSON.
D. NOËL PATON
(*Convener*).

APPENDIX I.

STATEMENT as regards the Existence, Development, and Present Condition of Collections of Books and Periodicals in the various Departments of Observational and Experimental Science in the University of Glasgow furnished by the Professors in charge of each.

BOTANY.

PROFESSOR BOWER.

“The Department Library now consists of some hundreds of volumes, which have come from various sources, of which the chief are the following :

(1) Duplicates from the Walker Arnott Library, about 100 volumes, some very valuable.

(2) Duplicates presented from time to time from the Royal Botanic Garden, Edinburgh.

(3) A long series of ‘Gardeners’ Chronicle,’ given from Royal Gardens, Kew (one of their duplicates).

(4) A large number of volumes presented from time to time by myself.

(5) A series of Floras and books of reference bought from my contribution to the equipment fund which was ear-marked for this purpose. The fund is now practically exhausted.

There are no periodicals taken by the Department at present. But I regularly give ‘Nature,’ and the ‘Botanisches Centralblatt,’ both weekly. For other periodicals we have hitherto depended on the Library.”

NATURAL HISTORY.

PROFESSOR GRAHAM KERR.

"We have a considerable working Library in my Department, the bulk of which consists of my private collection. It is my intention that this should remain in the Department when I disappear from the scene. The Library also includes a small collection of pamphlets presented by the executors of the late Professor John Young, and a few text-books purchased from time to time. The Library has been "card-catalogued" by my sister, who devoted a great deal of time to the work.

I have applied for a small grant towards expenses from the University Court, as I fail to see why I should have to pay several pounds a year on this out of my own pocket, but my application has met with no success."

PHYSICS.

PROFESSOR GRAY.

"The books in the Natural Philosophy Department consist of a few standard treatises on Physics (such as Jamin et Bouty's 'Traité de Physique') which have been presented to the Department, and such works as Landolt u. Bernstein's 'Physikalische Tabellen,' and Kayser's 'Spectroskopie,' which have been bought for it. They are all works of reference for the use of those at work in the Department, and are not allowed to be removed from the Departmental Rooms.

I think that this is all the information there is. A few more books of a similar character will be added before long from a list which has been made up."

ANATOMY.

PROFESSOR BRYCE.

"We have in my Department a small fund, Thomson Anatomy Class Library Fund, amounting to about £12 a year. Dr. Cleland subscribed out of this for the 'Journal of Anatomy and Physiology' and 'American Journal of Anatomy,' and bought a number of books of reference and larger works. Since I came I have spent a good deal of the money in binding

the old Journals and a set of Schwalbes 'Jahresberichte' which I gave to the Library. I have continued the 'Journal' and 'Jahresberichte' and purpose further extending the list of periodicals. I have also purchased some standard works which are more suitable for a class library than the General Library. The fund serves a very useful purpose. I only wish it were larger."

PHYSIOLOGY.

PROFESSOR NOËL PATON.

"The Departmental Library consists of a collection of books and periodicals presented by Professor M'Kendrick on his retirement in 1906, of books, periodicals, and pamphlets belonging to me and of books purchased from grants made by the University Court.

At present the Library contains :

Books and bound periodicals, about	-	-	-	670
Unbound periodicals, about	-	-	-	1500
Reprints, about	-	-	-	2000

In 1912 and in the present year the Court have made grants of £20 to the Departmental Library."

ENGINEERING.

PROFESSOR BARR.

"I recently wrote to the Principal on the subject of our Departmental Library. I enclose a copy. If this does not answer fully all you would like to ask, if you had time to call at the laboratories, Mr. David Thomson, B.Sc., one of my demonstrators, could tell you in more detail than I could how matters stand, as he has had most of the detail work to do in connection with the collection and its upkeep."

We have in the Library over 500 bound volumes.

Of these 103 are half-year's volumes of 'Engineering.'

52	"	"	"	'The Engineer.'
28	"	"	"	'The Electrical World.'
20	"	"	"	'The Electrician.'
10	"	"	"	'Elektro-technische Zeitschrift.'

39 are volumes of 'Proceedings of the Institution of Civil Engineers.'

18 are volumes of 'Proceedings of the Institution of Engineers and Shipbuilders.'

Over 250 are works on the various branches of Engineering. The bulk of these are reference books intended to supplement the matter given in the class lectures and text-books. Most of them are of quite recent publication, nearly all having been bought within the past three years.

Besides these bound books we have (here follows list of periodicals).

The books are kept in locked cupboards, and are under the charge of a demonstrator, who issues and receives them. Stock is taken annually. A card-index for the use of students is placed in the Drawing Class-room.

It cannot be said that the books of the Library are greatly used by the students, due, no doubt, to the facts :

- (1) The average student has very little time for reading during the day time ;
- (2) Books are issued for reading in the Department only.

Drawing and Laboratory work, together with the lecture classes, fill in the whole of every day of most students, almost to an hour. Books would undoubtedly be far more used if students were permitted to take them home.

But though the books are not used to a large extent by the average student, it is of great value to the Department to have them there when wanted by such students as have time and occasion to consult them, and they are largely used by members of the Staff who are permitted to take them home.

I should state that many of the volumes and periodicals have been presented and not acquired by purchase."

MATERIA MEDICA.

PROFESSOR STOCKMAN.

"The Materia Medica Departmental Library was started in 1901 with the expenditure of £21 3s. 1d., which was part of a grant from the Bellahouston Trustees. Since then a few books have been bought from time to time, as required. We have about 120 books altogether, of which about fifty belong to myself. There is a considerable collection of pamphlets, papers, and odd literature of one kind or another which belong

to me. These are all in use for the Department. All the books are more or less of the nature of reference books. There are no journals or periodicals."

HYGIENE.

PROFESSOR GLAISTER.

"In reply to your letter of the 5th inst., I beg to say that with the exception of about six volumes on the Tropical Medicine Work of the Khartoum Laboratory, all the books, papers, periodicals, Government Reports and Blue-books in the collection of books in my Department are my own property.

I applied about a couple of years ago for a grant to provide books from the University Court, but I had no reply then to my communication. I intend again to apply."

PATHOLOGY (A).

PROFESSOR MUIR.

"In answer to your letter with regard to Departmental Libraries I have to report as follows :

The late Professor Coats left his Library to this Department, and it is suitably housed. It consists of books and scientific periodicals. Since that time I have continued most of the periodicals and have added one or two others—this has been done at my own expense. In this way about a dozen of the most important pathological journals have been coming into the department, and have been used by the workers in the laboratory. I have found that the supply of these journals is essential owing to the distance of the laboratory from the University Library. Last year the Departmental Library had a grant of £20 and this has been entirely expended on periodicals. I, however, consider that a sum of at least £50 annually would be necessary to place the Library on a satisfactory footing so far as current literature is concerned. This system, as you know, means a duplication of certain journals, one set being got for the University Library and one for the Department, and it is desirable, of course, that this waste should be avoided. This might be effected either by (1) the University Library ceasing to take journals got for the Department, or (2) by an arrangement whereby the journals should remain for a time,

say five years, in the Department, and thereafter be removed to the University Library ; that would mean one volume of each journal going up every year or thereby. But whatever arrangement is come to, I consider it necessary that the current numbers of the chief scientific journals should be delivered to the Department and remain there for some time."

PATHOLOGY (B).

PROFESSOR TEACHER.

"There are practically no books or periodicals in the *library* of my Department except those I bring there. *N.B.* We have a Library room !"

ASTRONOMY.

PROFESSOR BECKER.

"I enclose the desired statement. The income of the Wilson Fund is now below £40, so that only £20 remain for instruments. If your Committee has to make recommendations as to money grants to Departmental Libraries I should suggest that our Library be included.

The Library at the Observatory was founded by Professor Patrick Wilson (1760-1784).

Most of the books are presented to the Observatory, viz. pamphlets, etc., the Annals, Proceedings and Transactions of Observatories and other learned Institutions.

The remaining books constitute the Professor's and Students' Library, and they are purchased from the income of a fund bequeathed by Dr. Wilson (see *Calendar*, 1913-14, p. 114). The yearly expenditure amounts to £19 17s. The condition of the older books, especially their bindings, is as good as may be expected considering that they are kept on open shelves. The newer books are kept in glass cases, and they are in perfect condition. The books are duly catalogued up to date, and I estimate their number at about five thousand."

GEOLOGY.

PROFESSOR GREGORY.

"The Geological Department Library consists of :

(1) The John Young Library purchased by myself from the

son of the late Under-Keeper of the Hunterian and presented to the Department. It consists mainly of works on local Geology and Palaeontology.

(2) Miscellaneous books and a few serials presented to the Department by personal donors and the Directors of Geological Survey, Great Britain, of Egypt, Transvaal and Cape Colony.

(3) Books purchased with the £10 grant from the Court.

(4) Though not belonging to the University there is a very useful collection of books, mainly current text-books, belonging to the University Geological Society. It is kept in the Laboratory; the volumes are lent to the members of the Society, and when not out are available for reference in the Department.

(5) Geological maps presented by the Directors of Geological Surveys of Great Britain, Ireland, South Africa, Egypt, etc."

APPENDIX II.

Questions sent to the Librarians of other Universities, and
the replies received from them.

The questions will be found on a folded page at the end of the replies.

EDINBURGH.

1. In separate buildings.
2. No ; the Class and Departmental Libraries are separate from the Central Library.
3. I. There is no uniform system, but the Class and Departmental Libraries are mostly lodged in the various Class-rooms and Laboratories of each Department.
II. Nominally they are, but the actual control is very limited.
 - (a) Yes, in the majority of cases, but not in all.
 - (b) The Class Libraries are managed under the superintendence of the Head of each Department, the Lecturers, Assistants, etc. No Sub-Librarians are appointed by the Library Committee.
 - (c) No, the systems vary in the different Libraries, and in several of the Libraries no books at all are borrowed.
- III. It is difficult to say definitely—in some cases, yes.
- IV. There have been occasional losses of books in some of the Libraries.
5. The funds are allocated to each Department.

(Supplemented by letter.)

F. C. NICHOLSON,
Librarian.

ST. ANDREWS.

1. They are in two separate sets of buildings. Mathematics, Physics, Chemistry and Agriculture are at the United College on the north side of the town. Geology, Zoology, Botany, Anatomy and Physiology are in the Bute Buildings on the south side of the town. The Library is about midway between the two.

2. Yes.

4. They may work at them in the Library (where there is ample accommodation for all classes of readers) or they may borrow the volumes they require in considerable numbers at a time, and, if necessary, for extended periods.

5. There is no allocation of Library funds. By a scheme of rotation every Department is periodically represented on the Library Committee, and in this way the claims of all are quite satisfactorily met.

J. MAITLAND ANDERSON,
Librarian.

ABERDEEN UNIVERSITY.

1. The Science books are all in the buildings of Marischal College.

2. The University collection proper is in a Central Library, but there are twelve Departmental Libraries as well.

3. I. The latter are housed in the several Departments.

II. The Central Library Authority is not responsible for the Departmental Libraries; they are not "inspected."

(a) Yes.

(b) The Departmental Libraries are managed by the Professors or Lecturers.

(c) This is in the discretion of the respective Managers.

III. Yes.

IV. It is so believed; but the Central Library does not "inspect."

4. In the Central Library the various subjects are arranged in separate alcoves, each with its own stackroom to which out-of-date books retire.

5. See separate print herewith, pp. 686, 688.

P. J. ANDERSON,
Librarian.

OXFORD BODLEIAN LIBRARY.

1. In separate buildings. (See *University Calendar* and *Reports of University Institutions*.)

2. The main collection of books is in the Bodleian Library, which is entitled to a copy of every book published in the United Kingdom. The following University institutions, which are *separate foundations*, have important special collections: (1) The Taylorian Institution (foreign languages and literature); The Radcliffe Library (scientific books); The Indian Institute (Indian books); Ashmolean Museum (archaeological books).

II. The Botanic Gardens have a special botanic library.

(e) No books can be borrowed from the Bodleian by private persons.

III. The arrangement between the Radcliffe Library and the Bodleian (see below) has proved very satisfactory.

IV. Yes.

4. The Radcliffe Library is allowed to borrow scientific books from the Bodleian for a period not exceeding one month. Certain scientific periodicals (*e.g.* "Journal of the Chemical Society") are on permanent loan. (See *Statuta Univ. Oxon* XX. iii. 11 § 7.)

(*Supplemented by letter.*)

S. GIBSON,
Assistant.

CAMBRIDGE.

1. Separate buildings and separate controls; under supervision by Central Authority of the University.

2. This used to be so; but in recent times numerous Departmental Working Libraries have come into existence.

3. I. In the buildings of the various Departments.

II. No.

III. The subsidiary Libraries have been developed to meet the wants of the workers—who, nevertheless, are obliged to fall back upon the Central Library as their main resource.

IV. No information.

4. Books and periodicals can in general be borrowed by members of the Senate¹ and some others, as well as used in the building.

5. A considerable grant is made to this Library. The funds

of Departmental Libraries are small, and are derived from various sources.

F. JENKINSON,
Librarian.

¹ *I.e.* graduates with their names on the books of the University.

UNIVERSITY COLLEGE, LONDON.

1. The Institute of Medical Sciences has a building to itself, though almost adjoining the main building. Otherwise the Departments are under one roof.

2. and 3. 1. The overwhelming bulk of the books are in the Central Libraries. A few books are kept for reference in the Departments (largely duplicates, but not entirely). In the case of the Medical Sciences Institute *only* does this departmental collection amount to a Library. The Central Library is divided into a Reading-room, a Science Library and Arts Libraries; all adjoining.

II. Yes.

(a) Yes.

(b) The Secretary (a woman) in the Medical Sciences Department has as part of her duties the supervision of the Library, and for this purpose is a member of the Library staff.

(c) A certain portion of her time between 10-5 (not much, as all the organizing is done from the central office).

(d) £25 of her salary is derived from Library funds.

(e) Yes.

III. It is of course a compromise, but I think the best possible for us.

IV. Yes.

4. The bulk of the working books are in the Science and Arts Libraries on open shelves. All research workers hold keys of these Libraries and are entitled to borrow.

5. At the discretion of the Library Committee.

(Supplemented by pamphlet.)

R. W. CHAMBERS,
Librarian.

LIVERPOOL.

1. In separate buildings.
2. No.
3. I. See Report.
II. Yes.
 - (a) Yes.
 - (b) Three, one for each Faculty.
 - (c) In the two larger Faculties 9.30-5.30, the hours being divided among the several Libraries contained therein ; in the two smaller Libraries of the Faculty of Engineering, a shorter attendance has been found all that is required.
 - (d) Varying with the importance of the post.
 - (e) Practically the same.
- III. Yes.
- IV. Yes.
4. Cf. 2 *supra*.
5. In the first place to the Faculties, and then by the Faculties to the Departments or Subjects contained therein.
(Supplemented by letter and Library Report.)

JOHN SAMPSON,
Librarian.

MANCHESTER.

1. In separate buildings.
2. Yes.
4. Members of the Teaching Staff, and also Research Fellows, are allowed to borrow freely, and may have up to twenty volumes at any one time.
5. The Library funds are allocated to the various Departments by the Library Committee.

C. W. E. LEIGH,
Librarian.

(Supplemented by letter from Professor Lorrain Smith.)

HARVARD.

DEAR SIR,

I have your inquiry of March 10th, in regard to methods followed by this Library as to distribution of books and periodicals among departmental or branch libraries. I can probably give you such a brief account of our methods

as will help you better by trying to describe conditions obtaining here rather than to answer your questions one by one.

The Central College Library is a strong all-round collection, except in the departments of Medicine and Law. It is supplemented, as you will see from a copy of my last annual report sent herewith, by ten large departmental libraries belonging to different departments or scientific institutions of the University (see page 9), and by thirty-six "Special Reference Libraries" (see page 13) connected with laboratories or special departmental buildings, such as Philosophy, Architecture, and the Fogg Museum of Art, or forming small collections for the use in some cases of advanced students, in other cases of younger students in the large elementary courses, in which many copies of certain books are required. All of these smaller collections are scattered, as you will see, in different buildings. Many of them would be better off under the same roof with the general Central Library, and room will no doubt be found for them in the new building which we are soon to have. Others, and in particular the laboratory libraries, would always be more conveniently used in direct connection with the laboratories to which they belong.

To a large degree these special reference libraries duplicate books found in the Central Library, but it is also true to a considerable extent that they contain additional material of their own, particularly when the special library has had generous funds of its own for the purchase of books. This is particularly true in the case of numbers 16 (Social Ethics), 23 (Semitic), 25 (Mining and Metallurgy), 26 (Engineering), 29 (Education—which includes a large collection of school text-books), 30 (Business), 32 (Architecture), 32 (Landscape Architecture), 34 (Bureau for Municipal Research). All of these have considerable collections exceeding the collection on the same subject in the main Library, and including in some cases many pamphlets, annual reports, etc. As any of these books become less valuable in the department library and are displaced by new ones, they are turned over to the Central Library and preserved here.

The funds of the General Library, yielding an income of about \$20,000 a year, are in no case used for the building up of these branch reference libraries. The money which supports them is obtained from laboratory fees, from special grants from the Corporations and in many cases from special gifts. All of these libraries are technically branches of the Central

Library, and books for them are bought through the Central Library, and when the branch library has no competent person in charge, the books are also catalogued at the Central Library. When the cataloguing, however, can be satisfactorily done in the branch library, it is done in that way, in order to save time in the Central Library. Most of the libraries specially mentioned above have librarians or curators of their own, and some of the others have attendants in charge. A few of the smaller ones are in rooms accessible only to graduate students interested in their own subject, and these are kept in order by an assistant sent from the main library from time to time.

The larger department libraries mentioned at first are more independent of the College Library, having their own buildings, their own funds, and their own librarians and attendants. They buy their own books independently, and are only required to send in to the College Library on cards the titles of books acquired, so that the official catalogue in the College Library may contain reasonably complete information in regard to the contents both of the department and of the special reference libraries.

The Director of the University Library "visits and inspects the Law, Medical and special libraries, and is *ex-officio* a member of their administrative committees." The position is of somewhat recent creation, and one object of the office is to promote coöperation among the libraries of the University. The administration of the different department and reference libraries varies a good deal from one to the other, in each case being adapted so far as possible to the needs and desires of the department.

Very truly yours,

WM. C. LANE.

MICHIGAN.

ANN ARBOR, MICH.,

26th March, 1913.

DEAR SIR,

I am in receipt of your favor of March 10, and in reply beg leave to enclose my answers to your questionnaire. This subject of departmental libraries is a very vital one, and has recently been well treated by Mr. Henry Bliss in the "Educational Review" for April, 1912, pp. 387-409, and by Mr. J. C. M. Hanson, Assistant Director of the University

of Chicago Library, in a paper read before the College and Reference Section at the Ottawa meeting of the American Library Association, pp. 280-292. I am asking Mr. Hanson to send you a reprint of this article. If he has already done so, my letter will do no harm. The references at the head of Mr. Hanson's article will be found very useful, I think, in connection with my categorical replies to your questionnaire.

Very sincerely yours,

THEO. W. KOCH.

Librarian.

1. In the University of Michigan the Scientific Departments are lodged in separate buildings.

2. The bulk of the library is contained in the General Library. The following departmental collections are housed in departmental buildings: Law, Engineering (including Architecture), Chemistry, Geology, Mineralogy (in part), Zoology, Botany, Philosophy (in part), Physics (in part), and Astronomy.

3. The Law library has its own librarian and staff. The Engineering and Chemistry have departmental librarians appointed from the staff of the main library. All of the ordering, classifying and cataloging is done in the main library. The Engineering department has its own library committee, and its own budget of \$3,000 per year. The Chemistry department has a library committee, the chairman of which is a member of the library committee of the literary faculty, which has charge in a general way of the main library.

(a) The books and periodicals are, with the exception of those in Law, received at the Central Library, where bills are checked up, books are classified and cataloged before distribution. In no other way can duplicates be avoided. We ought to be informed as to what is being purchased in the Law library, but we do not learn of it until it is too late. For example, in this way the Law library has duplicated some expensive sets already contained in the Central Library.

(b) As stated above, there are Sub-Librarians in charge of the Engineering and Chemistry libraries. The other departments are in charge of assistants in the various departments, but this is an unsatisfactory arrangement.

The University is asking from the State Legislature a grant for a new science building in which we are to see provision made for a good scientific library to be in charge of a Sub-Librarian with requisite training. (See my article on "The Four Needs of the University Library," of which I enclose a copy.)

(c) Forty-two hours per week are expected of all library assistants. The main library is open $14\frac{1}{2}$ hours per day consecutively. We have to have at least two shifts, and since we have had two reading-rooms we have nearly four shifts.

(d) The salaries of departmental librarians are from \$700-\$750 per year. At present we have only a substitute in charge of the Engineering library, the regular librarian having resigned three months ago.

(e) We have one charging system throughout the main library and departments. The workers in the University seem to be fairly contented with library conditions, but, of course, any University librarian cannot expect to satisfy all members of the Faculty. . . .

We have found comparatively few books missing, but, of course, books disappear for the time being. Members of the Faculty are apt to lay this to the students, but then we know that among the books missing there are many titles which would not interest an undergraduate. . . .

4. While the whole collection is not in the main library, we have in our upper reading-room sufficient facilities for pursuing work on special subjects in our Faculty reading-room and seminary rooms.

5. Funds are allotted to various Faculty members and in the literary department are subdivided among special departments.

(Supplemented by five pamphlets.)

JOHNS HOPKINS.

1. Natural sciences each in a separate building. Humanities together under one roof.

2. No.

3. 1. Each department, whether of sciences or humanities, has its own library attached to itself. Outside of all

these departmental libraries is a general reference library and reading-room.

II. Yes.

(a) Yes.

(b) A paid woman attendant in each of the following departments : Medicine, Geology, Philosophy ; paid instructor in History (Economics and Political Science) and Modern Languages ; paid student in Biology ; unpaid professor elsewhere.

(c) 9 a.m.-5 p.m., with half hour for lunch. Saturday afternoon free. Forty-two hours per week—for full salaried attendants and paid instructor ; tuition for student.

(d) From \$30 to \$50 a month.

(e) Yes.

III. The departmental library system is here to stay. Its faults we are trying to correct in the new building we are just starting to erect.

IV. The impression is that our losses have been moderate.

5. Not allocated. A library committee composed of the President of the University (Chairman, *ex-officio*), four professors and the Librarian (Secretary *ex-officio*) meet monthly and pass upon all requests presented.

Separate Library Committee and appropriation for Medical School. Librarian is a member of this also, together with the Dean and several professors.

(Supplemented by letter.)

M. L. RANNEY,
Librarian.

CALIFORNIA.

1. In separate buildings.

2. All the books belonging to the University are under the control of the Central Library ; but not all are kept in it.

3. I. The Law Library is separately housed in Boalt Hall of Law. Medical library is in San Francisco. The various departments of instruction have "laboratory" libraries, reinforced with "loans," more or less permanent, from the main library.

II. Yes.

(a) Yes ; and priced and ordered through and by the Central Library.

(b) Generally but one person—and one who merely has charge ; doing no technical bibliographical work.

(c) Varies ; average about six hours.

(d) Small ; student, or graduate student, help.

(e) In the main the books in the departments do not circulate, but are for reference simply or local use.

III. Yes.

IV. Yes. Now and again a volume temporarily disappears.

4. Seminary rooms in main library for use of instructors and advanced or graduate students. Stack privileges to those students whose work necessitates granting them.

5. Funds. I enclose printed "Distribution of Funds," which will give full information as to expenditure for books and periodicals and binding.

(Supplemented by pamphlet.)

J. C. ROWELL,
Librarian.

YALE.

1. The laboratories, etc., are in separate buildings.

2. Yes ; to some extent duplicates are placed in the departmental libraries in the seminaries and laboratories.

3. I. Yes.

II. (a) Generally speaking, yes.

(e) No books can be withdrawn from the departmental libraries.

III. The majority of the Faculty approve of preserving the main collections of books in the Central Library.

IV. There is some difficulty in administering the departmental libraries.

4. The reading-rooms of the Central University Library are open from 8.30 a.m. to 10 p.m.

5. Generally speaking, the departmental libraries have their own funds and sources of income, *e.g.* University appropriations.

(Supplemented by three Reports.)

JOHN C. SCHWAB.
Librarian.

PRINCETON.

1. Separate buildings.

2. Five-sixths in Central Library, one-sixth in Departmental Libraries.

3. II. Yes.

(a) Yes.

(b) (a) Two full time ; (b) Various Fellows, etc., part time.

(c) In general 9 a.m. and 4 p.m.

(d) (1) \$1200 ; (2) \$720.00 ; (3) Various, but slight.

(e) Borrowings not great ; system simple.

III. Yes.

IV. Controlled by Central Library, with annual census ; loss very slight.

5. Each department.

*(Supplemented by Report.)*G. S. RICHARDSON,
Librarian.

COLUMBIA.

1. In separate buildings.

2. No.

3. I. See "Readers' Manual" sent under separate cover.
Note plate facing page 17.

II. Yes.

(a) Books : yes ; many books are placed in branch collections temporarily only. Periodicals of interest to special departments only are mailed direct to those departments and a check list of numbers received is kept in the department. The bound volumes are cataloged in the General Library, Catalog Department.

(b) There are eleven department librarians, each with one or more clerical assistants.

(c) In the larger department reading-rooms, such as those in the Schools of Law, Fine Arts, Teachers' College, the hours are the same as those in the General Library ; that is, from 8.30 a.m. until 11 p.m.

(d) The salaries of department librarians vary from \$900 to \$1800. Expenditures for the department libraries are as follows :

Teachers' College -	-	-	-	\$6800
Law School -	-	-	-	2400
Political Science -	-	-	-	1800

Philosophy - - - -	\$1200
School of Medicine - - -	1200
Natural Science - - - -	1200
Applied Science - - - -	1500
Fine Arts - - - -	2460
School of Journalism - - -	2640
Barnard College - - - -	1275
College Study - - - -	2120

(e) In the larger department libraries, such as Law, Medicine, Teachers' College, the system of recording loans is the same as in the General Library ; but in the smaller department reading-rooms a less elaborate record is required.

- III. It would be wrong to say that the system has proved perfectly satisfactory to either the users of the Library or the officers of the Library. We are in a process of transition from what may be called a college type of organization to a University type of organization, and the adaptation of the means to the ends must of course proceed slowly.
- IV. There is more or less unauthorized removal of books from reading-rooms which do not have supervision, as well as from those which have : and there are some losses of books by theft, but probably not more than is to be expected in a community of this size and character. Certainly not enough to warrant expenditure for police service or the locking up of the books.
5. The book funds are allotted in part to faculties and in part to departments, the tendency being to allot to faculties, and secondarily, to departments within each faculty.

(Supplemented by two Reports.)

W. DAWSON JOHNSTON,
Librarian.

CHICAGO.

MY DEAR SIR,

I have your letter of February 24th. I beg leave to reply to your questions as follows :

1. In separate buildings.
2. There is a General Library and a number of departmental libraries, as indicated in a copy of the University handbook sent herewith.

3. 1. In general the departments of the University are grouped into certain groups, such as the Biological, Classical, Modern Language, etc. Each such group has, or is expected in due time to have, a departmental building. In cases in which a departmental building is not yet provided, a portion of a general building is assigned to the department. The departmental library is located in this building or portion of a building assigned to the department. Three groups of departments : namely, History and Social Sciences, Modern Language, and Philosophy, are at present given space for their departmental libraries and for seminar rooms in the General Library building. As a natural consequence these libraries are administered more nearly as a part of the General Library than in the case of libraries located in other buildings. It is contemplated, however, that, as the General Library grows, buildings closely adjoining the General Library building, which might rather be called extensions of the building, will be erected for these several departments, and that when this is accomplished their class rooms, seminar rooms and departmental reading-rooms will be transferred to these buildings. The books of these departments, however, will always remain in the same classification as those of the General Library, it being contemplated that the stack rooms of these departments will be physically continuous with those of the General Library. The building plan is shown in a separate pamphlet sent herewith.

II. Yes, with the co-operation of Library Advisers representing the departments of instruction concerned.

(a) Yes.

(b) At present seven, with five assistant librarians and various student assistants.

(c) The libraries are open in general from 8 a.m. to 10 p.m., but in some cases close at 6 p.m. The attendants are under the general requirement of forty hours a week service. In exceptional cases libraries are open for even shorter periods, as, for example, in the case of Chemistry which is open only three hours a day.

(d) From \$600 per annum to \$2000 per annum.

(e) In the larger ones, yes ; in the smaller ones, no. But we are endeavouring as rapidly as possible to introduce the same system throughout all libraries.

III. To a majority of them. Some would prefer a central system to the exclusion of the departmental system. Movement has been in the direction of centralization and will continue to be, but quite certainly not to the extent of extinguishing the departmental libraries.

IV. Reasonably well. There have occasionally been rather heavy losses in the past, especially, when much less careful oversight of the departments was exercised by the central administration than at present. It is our expectation eventually to eliminate all unreasonable losses.

5. A certain sum to the General Library and a certain sum to each department, orders of the latter being subject to a veto by the Director.

Very truly yours,

ERNEST D. BURTON,
Director of the Libraries.

(Supplemented by three Reports.)

CORNELL.

1. The scientific departments of Cornell University are lodged in a number of separate buildings.

2. We have a general Library Building containing the majority of the books, but considerable numbers are deposited in the various scientific departments.

3. I. All books are first received at the General Library, are catalogued in the general card catalogue, and then are transferred to department collections as needed, always subject to recall for use in the library building.

II. Yes, in a general way. An attendant from the General Library is sent at intervals to check up the books deposited in the branch collections.

(a) Yes, as above.

(b) One attendant for each of the larger department collections, in all about six.

(c) The hours vary in the different departments. But in all cases these collections are not open so long hours as in the General Library.

(d) The salaries vary greatly ; in some cases the Director's clerk or stenographer takes charge of the collection in the department in addition to other duties.

(e) Practically the same.

III. On the whole, yes. There are some complaints about books not being as accessible in the department collections as in the General Library on account of shorter hours and the scattering of the books.

IV. On the whole, yes.

4. See Rules 28 and 30 of the printed Rules and Regulations, a copy of which is enclosed herewith (Enclosure A). Practically no limit is placed on the number of volumes that may be transferred to a department collection except other needs of the University.

5. The distribution of the book funds is made each year by the Library Council, composed of the President of the University, the Librarian, one member of the Board of Trustees, and four members of the University Faculty ; seven in all (See copy of distribution for 1912-13 enclosed, Enclosure B).

(Supplemented by two Reports.)

G. W. HARRIS,
Librarian.

TORONTO.

1. Each Scientific Department has its separate building.

2. Yes. (But see 3.)

3 and 4. All books and periodicals are received and catalogued at the Central Library. On request, books are transferred temporarily to the departmental libraries. The last ten years' volumes of periodicals relating to special subjects may be kept in the departmental libraries. Each department makes its own provision for keeping and handling the books transferred to it. The branch collections are under the authority of the Central Library, in that each department accounts annually for all volumes borrowed. Loss or damage has to be made good to the Central Library. The system has proved, on the whole, satisfactory. Occasional friction occurs between departments in the case of periodicals that cover more than one special field. This may be avoided by duplication of the subscription.

5. Each year a general appropriation of money for the Library is made. This is divided among the various depart-

ments according to their supposed needs. That having been done, each Department sends in orders for books, etc., up to the extent of its appropriation. All the ordering, receiving and cataloguing is done by the Central Library.

G. H. NEEDLER,
Acting Librarian.

M'GILL UNIVERSITY, MONTREAL.

1. In separate buildings (several).
2. No.
3. I. Main collection in Central Library ; branch collections varying in size from fifty vols. to 2500 vols. in departmental libraries, or in office of the Head of a department ; sometimes in both.
- II. Yes ; in every case, except Medical collection.
 - (a) Yes ; with above exception.
 - (b) No sub-librarians are set apart exclusively for this service. Checking the larger collections is done by assistant of Central Library ; the supervision, etc., by demonstrators and janitors.
 - (c) No stated time. The books are often without supervision.
 - (d) From \$55.00 per month (\$660.00 per annum) down. But demonstrators and janitors receive nothing from library for what they do.
 - (e) Pretty nearly, in most departments. In two it is different.
- III. Fairly. There being insufficient supervision in certain departments ; books are sometimes misplaced between the weekly checkings.
- IV. On the whole, yes. In one department, which contains a collection of reference books for undergraduate use, no.
5. The funds are all allocated to the Library Committee, which retains a certain portion for works of general reference, bibliographies, and large and important works for central collection ; the rest of the money is allocated by the Library Committee to the different departments.

(Supplemented by letter.)

C. H. GOULD,
Librarian.

QUESTIONS.

1. In your University are the various Scientific Departments lodged in one building or in separate buildings ?

2. Is the whole collection of books and periodicals belonging to the University lodged in a Central Library ?

3. If not lodged in a Central Library—

I. How are they disposed ?

II. Are the branch collections under the control of the Central Library Authority ?

In that case—

(a) Are the books and periodicals received and catalogued at the Central Library before distribution ?

(b) What number of Sub-Librarians are required to manage the branch libraries ?

(c) What are their hours of attendance ?

(d) What salaries do they receive ?

(e) Is the system of recording borrowing the same in the branches as in the Central Library ?

III. Has the system proved satisfactory to the workers in the University ?

IV. Have the books been properly preserved ?

4. If the whole collection is in a Central Library, what facilities are given to workers in the various Scientific Departments for the use of books and periodicals ?

5. How are the funds available for Library purposes allocated ? To each Faculty or to each Department ?

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UNIVERSITY OF CALIFORNIA LIBRARY

